



## Department of Commerce

Division of Industrial Compliance

John R. Kasich, Governor  
Jacqueline T. Williams, Director

### Bureau Policy for Change of Occupancy Plan Submission

#### ❖ Introduction:

- This policy is generated to give a general guideline for the change of use approval procedures and required documentation.

#### ❖ Code Requirements and References:

- **Section 3402.1 OBC** defines change of occupancy as “a change in the purpose or level of activity within a structure that involves a change in application of the requirements of the code”.

**Not only the change of use and occupancy but also a change in the level of activity while maintaining the same use group will constitute the “change of occupancy”. A change in the level of activity may include increase of occupant loads or path of travel to the means of egress, or additional required equipment or systems etc., that will raise the level of hazard based on life and/or fire risk.**

**Section 3408.1 OBC** states “no change of occupancy shall be made to any building that would place the building in a different division of the same group of occupancy or in a different group of occupancies, unless building is made to comply with the requirements of this code for such division or group of occupancy.

**Please note that a change of occupancy permit CAN NOT be processed through “Application for certificate of use and occupancy” (Form DIC 3019) process for existing buildings.**

#### ❖ Plan submission and fee requirements:

**Based on the above code sections, the building official has determined that the following documentation and procedures are required for a change of occupancy plan submission:**

- Application form:  
Complete and submit the “Ohio Application for Building Plan Approval” (DIC 3016).
- Plan requirements:
  1. Submit **three (3) sets** of construction drawings sealed by an Ohio registered design professional(s).
  2. For existing buildings **without proposed alterations**, drawings shall show, at a minimum, the existing and proposed use group designations, construction type, existing floor plan with new room names, occupant loads, required means of egress components, existing electrical panel and load information for the new use group, existing mechanical system and equipment, existing plumbing fixtures, and existing fire protection systems, etc.

3. For existing buildings **with alterations**, in addition to the requirements in item #2 above, drawings shall also show alteration details for each scope of work in the building.

- **Plan review and inspection fees shall be charged as follows:**

- For existing buildings **without alterations**:

1. \$275 processing fee for **each trade** applicable to the building,
2. The square footage fee shall be based on the **minimum 100 square feet** for **each trade** applicable to the building,
3. \$65 fee for certificate of use and occupancy
4. \$3.25 fee for Ohio Board of Building Standards

- For existing buildings **with alterations**:

1. \$275 processing fee for **each trade** applicable to the building.
2. A basic square footage fee **times the actual square footage of floor area** involved in the alteration for **each trade** applicable to the building,
3. \$65 fee for certificate of use and occupancy,
4. \$3.25 fee for Ohio Board of Building Standards

- Inspections:

Regardless if the application included alterations or not, the applicant must call for inspection for each trade applicable to the building. Inspectors shall verify that the existing and/or altered building components are in compliance with the approved plans and applicable building codes for the proposed new use group(s).

- **Special clarification:**

For change of occupancy in existing building, the property owner may wish to occupy the existing building for the new use group without any alterations. However, in view of many fire and life safety issues concerning the change of occupancy, the building official has determined that the existing building components shall be evaluated, verified, and drawings prepared by an Ohio registered design professional. These plans shall be submitted to DIC for review and approval for all change of occupancy applications **regardless** if the new use occupancy is more or less hazardous than the existing use occupancy. Because of the complexity of verifying code compliance in existing buildings, the analysis and drawing preparation **cannot be performed by the owner or their contractors**. This information must be verified and submitted by an Ohio registered design professional in accordance with section 106.2.1 OBC.

Please note that once the plan review process is completed, the building official may determine that alterations are required to bring the existing building components up to the current code requirements. Many times these changes may not be anticipated. **It is highly recommended to consult with the building official prior to purchasing or leasing a building or tenant space.**

Revised 01/01/2016



# OHIO APPLICATION FOR BUILDING PLAN APPROVAL

This form is also available at [www.com.ohio.gov/dico](http://www.com.ohio.gov/dico)

Submit one application per building or structure; all sections must be completed, See instruction sheet for details.

<b>1 SCOPE OF PROJECT:</b>  <input type="checkbox"/> Building General <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Mechanical <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Electrical <input type="checkbox"/> Industrialized unit	<b>2 TYPE OF PROJECT:</b>  <input type="checkbox"/> New Building Construction <input type="checkbox"/> Alteration <input type="checkbox"/> Building Addition <input type="checkbox"/> Change of Occupancy	<b>3 PHASED PLAN REVIEW:</b>  <input type="checkbox"/> Footing & Foundation <input type="checkbox"/> Building Slab <input type="checkbox"/> Building Shell <input type="checkbox"/> Interior Partitions <input type="checkbox"/> Building Systems
<b>4 APPLICATION RELATED INFORMATION:</b> <ul style="list-style-type: none"> <li>▪ Is this project being submitted as a result of a previous preliminary plan review?  <input type="checkbox"/> No     <input type="checkbox"/> Yes, please provide the preliminary plan review CPA number: _____</li> <li>▪ Has this building received any certificate of plan approval before this application?  <input type="checkbox"/> No     <input type="checkbox"/> Yes, please provide all previous or related CPA numbers: _____</li> <li>▪ Is this application being submitted as a result of a Notice of Violation or Adjudication Order that you received?  <input type="checkbox"/> No     <input type="checkbox"/> Yes, please provide the adjudication order number: _____</li> <li>▪ Total number of sheets in one set of your drawings for this application? _____</li> </ul>		
<b>5 PROJECT/BUILDING LOCATION:</b> Building Name _____ Street Address _____ City/Township _____ Zip Code _____ County _____ Directions _____ <ul style="list-style-type: none"> <li>▪ Is this project /building located in an incorporated city, township, or village?     <input type="checkbox"/> Yes     <input type="checkbox"/> No</li> <li>▪ Is this project/building located within your local flood plain?     <input type="checkbox"/> Yes     <input type="checkbox"/> No</li> </ul>		
<b>6 BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION:</b> _____ _____ _____		
<b>7 BUILDING OWNER INFORMATION:</b> Name of owner _____ Attention: _____ Street Address _____ City _____ State _____ Zip _____ Phone No. _____ Fax _____ E-mail _____		
<b>8 APPLICANT INFORMATION:</b> Applicant _____ Attention: _____ Street Address _____ City _____ State _____ Zip _____ Phone No. _____ Fax _____ E-mail _____		
<b>9 DESIGNER INFORMATION:</b> <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Fire protection system designer Designer _____ Ohio registration No.: _____ Street Address _____ City _____ State _____ Zip _____ Phone No. _____ Fax _____ E-mail _____		
<b>10 BUILDING CODE INFORMATION:</b> (Information applies to construction area in a mixed use groups building, or the entire building if a single use group building) Current use group(s) _____ Proposed use group(s) _____ Construction type(s) _____		



# OHIO APPLICATION FOR BUILDING PLAN APPROVAL

<b>11</b>	<b>GENERAL BUILDING INFORMATION:</b> (The following information applies to the <i>entire building</i> , not just construction area.)																																					
<ul style="list-style-type: none"> <li>▪ Building Information:             <table style="width: 100%; border: none;"> <tr> <td>Use group(s)? _____</td> <td>Mixed use groups? _____</td> <td>No _____</td> <td>Yes _____</td> <td>Separated _____</td> <td>Non-separated _____</td> </tr> <tr> <td>Construction type? _____</td> <td>Building height (FT)? _____</td> <td colspan="4">No. of stories? _____</td> </tr> <tr> <td>Occupant load? _____</td> <td>Storage height (FT)? _____</td> <td colspan="4">Storage aisle width (FT)? _____</td> </tr> </table> </li> <li>▪ Fire Protection Systems: (Enter the type of system such as NFPA 13, NFPA 72, etc., if known. Enter "N/A" if not applicable)             <table style="width: 100%; border: none;"> <tr> <td>Building sprinkler system? _____</td> <td colspan="5">Sprinkler demand @ base of riser (PSI)? _____</td> </tr> <tr> <td>Limited area sprinkler system? _____</td> <td>Type 1 hood sprinkler? _____</td> <td colspan="4">In-Rack sprinkler system? _____</td> </tr> <tr> <td>Building fire alarm system? _____</td> <td>Fire detection system? _____</td> <td colspan="4">Smoke detection system? _____</td> </tr> </table> </li> </ul>			Use group(s)? _____	Mixed use groups? _____	No _____	Yes _____	Separated _____	Non-separated _____	Construction type? _____	Building height (FT)? _____	No. of stories? _____				Occupant load? _____	Storage height (FT)? _____	Storage aisle width (FT)? _____				Building sprinkler system? _____	Sprinkler demand @ base of riser (PSI)? _____					Limited area sprinkler system? _____	Type 1 hood sprinkler? _____	In-Rack sprinkler system? _____				Building fire alarm system? _____	Fire detection system? _____	Smoke detection system? _____			
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<b>12</b>	<b>APPLICATION FEES:</b>	Paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit card <input type="checkbox"/> ISTV																																				
<ul style="list-style-type: none"> <li>▪ Total square footage of construction area (Round up to the next 100 square feet):             <table style="width: 100%; border: none;"> <tr> <td>Building _____</td> <td>Mechanical _____</td> <td>Electrical _____</td> <td>Sprinkler _____</td> <td>I.U. _____</td> </tr> </table> </li> <li>▪ Total linear footage of construction items not covered under the square footage:             <table style="width: 100%; border: none;"> <tr> <td>Building _____</td> <td>Mechanical _____</td> <td>Electrical _____</td> <td>Number of alarm devices _____</td> </tr> </table> </li> <li>▪ <b>Total application fees (from fee worksheet)</b> _____ Estimated construction cost: _____</li> </ul>			Building _____	Mechanical _____	Electrical _____	Sprinkler _____	I.U. _____	Building _____	Mechanical _____	Electrical _____	Number of alarm devices _____																											
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<b>13</b>	<b>CERTIFICATION:</b>  I certify that I am the _____ Owner _____ Agent for the owner and all information contained in this application is true, accurate, and complete to the best of my knowledge. All official correspondence in connection with this application should be sent to my attention at the address shown above.   Signature _____ Print Name: _____ Date _____	<b>14</b>																																				
		<b>THE AREA BELOW IS FOR OFFICIAL USE ONLY:</b>  Date received _____ CPA No.: _____ Check No.: _____ Verification # _____ Processed by: _____ <input type="checkbox"/> Walk in <input type="checkbox"/> Mail in																																				

**DICL 3016 (Rev. 01/01/2016)**

*"An Equal Opportunity Employer and Service Provider"*

**Notes:**

Effective July 1, 2009, the maximum number of inspections( excluding plumbing and medical gas) included in the fees provided for in Table 115.2 of the Ohio Building Code (OBC) will be as indicated in the chart below. Any additional inspections will be subject to a charge of \$150 re-inspection fee as provided for in section 115.6 OBC.

Total square footage / Linear footage	Maximum Number of Inspections included in the permit fees
0-2,500	5 per each scope of project
2,501-10,000	6 per each scope of project
10,001-20,000	9 per each scope of project
20,001-30,000	10 per each scope of project
> 30,000	Add 1 inspection per each additional 10,000 s.f.

**Changes After Final Approval**

According to section 115.2.4 OBC, if changes are made to construction documents after final plan approval has been issued and it requires resubmission, the review and approval of the changes will be subject to a \$250 processing fee and a \$100/hour fee for examination by a Plans Examiner. If an inspection cannot be completed due to the changes that have not been approved by a plans examiner, an additional \$150 re-inspection fee will be required regardless of whether the allowed number of inspections have occurred.

## DIRECTIONS FOR COMPLETING OHIO APPLICATION FOR BUILDING PLAN APPROVAL

In accordance with Ohio Administrative Code (OAC) Chapter 4101:1-1-01, pursuant to Ohio Revised Code (ORC) Section 3791.04, before beginning the construction, erection or manufacture of any building for which construction documents are required, including all industrialized units, the owner shall submit three (3) copies of construction drawings to this division for approval. Two (2) additional sets of plans are required when the division has jurisdiction for the Plumbing and/or medical gas. The construction documents shall be accompanied with the application form and attached worksheets. The construction documents shall be prepared by a registered design professional pursuant to OAC 4101:1-1-01. An examination and inspection fee will be assessed at the time of submittal as outlined in OAC 4101:1-1-01.

***Application Directions: Complete page one of the application and attached worksheets as outlined below. All boxes, 1 through 14, must be completed in full or the application will be returned. Send this completed form along with all required documents to "Ohio Department of Commerce, Division of Industrial Compliance, Bureau of Building Code Compliance, 6606 Tussing Road, Reynoldsburg, Ohio 43068-9009"***

1. **SCOPE OF PROJECT:** Check all the boxes that apply to the scope of work proposed in this project. Every scope of work checked must be accompanied with the appropriate fees. Without establishing the proper scope of work, the division will be unable to establish the inspection schedule for the project. Please note that "**Building General**" refers to **all "general trade" work** in the building including ceiling panels/grids, non-loadbearing partitions, flooring, etc.; NOT just structural loadbearing components of the building.
2. **TYPE OF PROJECT:** Check one of the types of projects from the list.
3. **PHASED PLAN REVIEW:** If you are applying for a phased plan approval, check all phases of the plan reviews that are applicable to this project. The plans examiner will review your plans according to the phased schedule. If you are not applying for a phased plan review, leave all boxes blank.
4. **APPLICATION RELATED INFORMATION:** Answer each of the questions in this block and provide additional information accordingly. Complete answers to the questions will help the division process and review the project accurately.
5. **PROJECT/BUILDING LOCATION:** Please provide complete information identifying the location of the building where the construction or renovation will occur. This will help the division determine the proper jurisdiction for the project.
6. **BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION:** Please provide a brief description of the scope of work. Please include the names of the areas or rooms affected by the construction when only a portion of building is covered under the permit application. The description provided will be shown on your certificate of use and occupancy.
7. **BUILDING OWNER INFORMATION:** Please provide complete answers to each item. If the building is owned by a corporation, please provide the name of the corporation and identify a contact person in the section called "Attention."
8. **APPLICANT INFORMATION:** Provide complete information. All project correspondences will be directed to the project applicant.
9. **DESIGNER INFORMATION:** Section 106.2 of the Ohio Building Code requires that the design professional be identified including the design professional's Ohio registration number.
10. **BUILDING CODE INFORMATION:** Information provided applies to the construction area in a mixed use groups building, or the entire building if it is a single use group building. For change of occupancy, the term "Current use group" refers to the approved use group under the previous occupancy. For information concerning the term "Proposed use group", please refer to Chapters 3 and 6 of Ohio Building Code for the proper classification.
11. **GENERAL BUILDING INFORMATION:** The information provided applies to the entire building and is not limited to the construction area. Even when the proposed project is a partial building renovation or a building addition, the information for the entire building is required. The information provided will be shown on your certificate of use and occupancy in accordance with section 111 of the Ohio Building Code.
12. **APPLICATION FEES:** Please check one of the preferred payment methods and provide the square footage or linear footage of the areas affected by the construction. Please refer to the Fees Worksheet in this package for more details.
13. **CERTIFICATION:** The application cannot be processed if this section is not complete.
14. **OFFICE USE ONLY:** This section is reserved for our office use only. Please do not mark in this area.

*Once the plans have been examined and approved, a Certificate of Plan Approval will be issued to the owner along with two sets of construction documents. One of the sets of construction documents must remain at the job site at all times during construction pursuant to OAC 4101:1-1-01. Inspections can be obtained from the Division of Construction Compliance by calling the dispatch center at least one day prior to the inspection. The dispatch phone number is (800) 822-3208. Once all inspections have been obtained a final Certificate of Occupancy will be issued pursuant to OAC 4101:1-1-01.*

# WORKSHEET FOR FEES TO BE PAID

**Special Note: See attached instruction sheet regarding the allowed number of inspections covered under the fees listed below. Additional inspection fees will be required when the actual number of inspections exceeds the allowed number for each scope of work.**

\*\* Round up all lineal and square footage figures to the next 100 feet

<b>BUILDING GENERAL FEES</b>	
A. \$275.00 Processing Fee	\$
B. \$10.50 per 100 Square Feet** (Ex. if 103 sq ft, round to 200 sq ft)	\$
C. \$10.50 per 100 Lineal Feet** (See notes below, if 103 lineal ft, round to 200 lineal ft)	\$
<b>MECHANICAL FEES</b>	
A. \$275.00 Processing Fee	\$
B. \$6.50 per 100 Square Feet** (See notes below; if 103 sq ft, round to 200 sq ft)	\$
<b>ELECTRICAL FEES</b>	
A. \$275.00 Processing Fee	\$
B. \$6.50 per 100 Square Feet** (Ex. if 103 sq ft, round to 200 sq ft)	\$
C. \$6.50 per 100 Lineal Feet** (See notes below, if 103 lineal ft, round to 200 lineal ft)	\$
<b>FIRE ALARM FEES</b>	
A. \$275.00 Processing Fee	\$
B. \$6.50 per Alarm Device	\$
<b>SPRINKLER FEES</b>	
A. \$275.00 Processing Fee	\$
B. \$6.50 per 100 Square Feet** (Ex. if 103 sq ft, round to 200 sq ft)	\$
<b>INDUSTRIALIZED UNIT FEES</b>	
A. \$200.00 Processing Fee	\$
B. \$1.75 per 100 Square Feet** (Ex. if 103 sq ft, round to 200 sq ft. The Industrialized Unit fees are only required if you are placing an approved Board of Building Standards Industrialized Unit at a commercial or industrial site for the first time. Otherwise, ignore this fee box.)	\$
<b>CERTIFICATE OF USE AND OCCUPANCY FEE (108.8 OBC)</b>	<b>\$ 65.00</b>
<b>SUB TOTAL</b>	<b>\$</b>
<b>BOARD OF BUILDING STANDARDS (BBS) FEE</b>	<b>\$ 3.25</b>
TOTAL (transfer this amount to Total Fees to be Paid on the front side of this application)	\$
<b>Make fee check payable to: Treasurer, State of Ohio</b>	

Fees are due when plans are submitted. If you have fee related questions when completing this worksheet, call 1-800-523-3581.

<b>OFFICIAL USE ONLY</b>	
Additional Fees Due	\$
Refund Due	\$

Notes:

- Building general linear footage fee applies to fences and/or retaining walls, etc.
- Mechanical linear footage fee applies to projects containing only mechanical units or ductwork replacements or repairs where square footages are difficult to calculate. If the work is covered under the mechanical square footage fee calculation; no need to provide linear footage fee again.
- Electrical linear footage fee applies to projects containing only electrical units or conductor/conduit replacements or repairs where square footages are difficult to calculate. If the work is covered under the electrical square footage fee calculation; no need to provide linear footage fee again.